



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

**POSITION AND DUTY MOS:**

ADMIN NCO-OPNS, 75B20

RANK/GRADE:

SGT/E5

(Minimum: SPC/E4)

ANNOUNCEMENT#:

AGR-FTM 2004-01

UNIT AND LOCATION:

HHC 30th Eng Bde (TA), Charlotte, NC

POC: SFC Mote, (704) 359-5721

Donnie.Mote@nc.ngb.army.mil

OPENS:

12 January 2004

CLOSES:

6 February 2004

POSITION DESCRIPTION: Performs administrative and personnel duties in support of assigned unit. Advises commander and staff on personnel issues. Prepares memorandums, endorsements, messages, evaluation reports, strength and attendance reports, pay actions, and a variety of other personnel and administrative actions. Publishes and distributes unit orders. Prepares, sorts, and distributes incoming and outgoing correspondence. Maintains unit reference library. Safeguards unit supplies and equipment. Performs other military duties as required by mission.

QUALIFICATION REQUIREMENTS: Must be qualified in or meet prerequisites for MOS 75B in accordance with DA Pam 611-21 (**INCLUDES MINIMUM SCORE OF 95 IN APPTITUDE AREA CL**). If not MOS qualified, must qualify within one year of assignment or be reassigned or released from AGR tour. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must have sufficient remaining service obligation to complete initial three-year AGR tour. Must not have served more than 15 years of Active Federal Service (AFS). Must be able to complete all military education requirements as determined by OTAGNC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty. Soldiers with eligibility questions may contact SFC Henshaw, 919-664-6455 (Jane.Henshaw@nc.ngb.army.mil) or SGT Thomas, 919-664-6502 (Teresa.Thomas@nc.ngb.army.mil).

APPLICATION PROCEDURES: On-board NCARNG AGR SOLDIERS: Submit OTAGNC Form 690-101, AGR Mobility Application (Oct 02) and **most current DA Form 2-1** to the address at the bottom of this announcement.

OTHER APPLICANTS: Submit NGB Form 34-1, Application for Active Guard/Reserve Position, to the address at the bottom of this announcement. **Ensure Position Title and Announcement are entered in the first blocks below the Privacy Act statement.** Include e-mail address (if available) in the "Remarks" section of NGB Form 34-1. Include the following supporting documents (photocopies only – do not send originals):

- a. DA Form 2-1, Personnel Qualification Record (current)
- b. Most recent military physical examination (SF 88 & 93 or DD Form 2808 & 2807-1)
- c. DA Form 7349-R, Annual Medical Certificate (Part I only)
- d. Last three NCOERs (DA Forms 2166-7). For Specialist and below, submit letter of recommendation from commander or senior NCO.
- e. DA Form 705 reflecting latest APFT.
- f. DD Forms 214 for ALL previous military service (**with Items 23-30 included**)
- g. Verification of **ALL** previous active duty, such as NGB Form 23/23b (RPAS), or DA Form 1506

SEND APPLICATIONS TO: OTAGNC-HRO-MD, 4105 Reedy Creek Road, Raleigh, NC 27607-6410.

Applications received after closing date will be returned without action. Applications may not be mailed using government-supplied envelopes or postage.

POST ON UNIT/ACTIVITY BULLETIN BOARD UNTIL CLOSING DATE